

Governor's Commission on Service and Volunteerism

By-Laws

IN THE EVENT THAT A PROVISION OF THESE BY-LAWS IS IN CONFLICT WITH THE ARIZONA REVISED CODE, THE ARIZONA REVISED CODE WILL TAKE PRECEDENCE.

Article 1 **Name and Purpose**

- Section 1. Name
The name of the organization shall be the **Governor's Commission on Service and Volunteerism**.
- Section 2. Authority
The Commission is organized under the laws of the State of Arizona pursuant to Executive Order 99-12 dated September 21st, 1999 of the Governor of the State of Arizona. The Commission shall carry out activities in Arizona as set forth by the National and Community Service Trust Act of 1993.
- Section 3. Purpose
The Governor's Commission on Service and Volunteerism is hereby empowered to advise and assist in the development and implementation of a comprehensive, statewide plan for promoting volunteer involvement and citizen participation in Arizona, as well as to serve as the State's liaison to national and state organizations which support the Commission's mission.
- Section 4. Offices
The principal offices of the Commission shall be located at the State Capitol. The Commission may also have offices at such other places as the members may from time to time determine or as the business of the Commission requires.
- Section 5. General Powers/Responsibilities
The Commission is charged with the following duties and responsibilities:
- A. Establish and maintain a statewide Strategic Plan for Volunteerism and Service.
 - B. Fulfill all federal program and administration guidelines, reports and financial records for AmeriCorps, Learn and Serve America and special programs as made available by the Corporation for National and Community Service and other funding entities.
 - C. Integrate AmeriCorps, Service Learning, Senior Service Corps, AmeriCorps*VISTA and Volunteer Centers into the state strategic plan for service and volunteerism to eliminate duplication and support creative collaborations.
 - D. Encourage and support Arizona citizens to give their time and talent to provide solutions to community needs.
 - E. Prepare an annual report on the Commission's progress for submission to the Governor.

Article 2. **Membership**

- Section 1. Members
The Commission will be composed of no fewer than 15 and no more than 25 voting members to be appointed by the Governor in compliance with federal guidelines as described in the National and Community Service Trust Act of 1993
- Not more than 50 percent of the Commission, plus one member, may be from the same political party. To the extent possible, the composition of the Commission will reflect the diversity of the state's population.

The numbers of voting members of the Commission whom are officers or employees of the state may not exceed 25 percent of the total membership of the Commission.

The Commission membership will include the following:

- 2.1.1 An individual with expertise in the educational training and developmental needs of youth;
- 2.1.2 An individual with expertise in promoting the involvement of older adults in service and volunteerism;
- 2.1.3 A representative of community-based agencies within the state;
- 2.1.4 A representative of the Superintendent of Public Instruction;
- 2.1.5 A representative of Higher Education;
- 2.1.6 A representative of local government;
- 2.1.7 A representative of a local labor organization;
- 2.1.8 A representative of a for-profit business;
- 2.1.9 An individual between the ages of 16 and 25 who is, or has been, a participant or supervisor in a volunteer or service program.

Section 2. Ex-Officio Members

The Director of the State Office of the Corporation for National and Community Service shall serve as an ex-officio/non-voting member of the Commission.

The Governor may appoint, as ex-officio/non-voting members, representatives selected from among officers and employees of State Agencies operating community service, youth service, education, social service, senior service, and job training programs.

Ex-officio/non-voting members of the Commission may not serve as Chair or as Vice Chair of the Commission or as the Chair of a Standing Committee. Ex-officio/non-voting members may serve as the chair of Ad-Hoc Committees.

Section 3. Terms

The membership of the Commission shall consist of Members appointed by the Governor. Appointments to the Commission shall be staggered, renewable terms. Initially, one-third of the appointments will be for one-year terms, one-third for two-year terms and one-third for three-year terms. Subsequent appointments will be for three years. Members appointed to fill a vacancy shall serve for the remainder of the term for which the predecessor was appointed.

Section 4. Transfer

Appointments to the Commission are non-transferable.

Section 5. Resignation or Removal

Any Member may resign from the Commission at any time by giving written notice to the Director. The Governor may remove any Member at any time by written notice. The Commission may recommend to the Governor the removal of any member who has missed three meetings or who has exhibited behavior inconsistent with the Commission's mission or the relevant rules and laws which govern its actions.

Section 6. Conflict of Interest

A Commissioner who has a substantial interest in a Commission decision has a conflict of interest and should not participate in the deliberations or vote of the Commission, or

communicate with the other Commission Members or attempt to influence their decision in any manner.

If a Commission Member becomes aware of a conflict of interest involving an applicant or contractor, the member should immediately file a signed disclosure statement fully disclosing the conflict of interest in the Governor's Office special conflict of interest file or announce the nature of the conflict of interest in open session at the Commission meeting and thereafter file a copy of the official minutes in the conflict of interest file maintained by the Governor's Office.

Section 7. Compensation and Travel

A Member of the Commission shall not receive any additional compensation by reason of service on the Commission except that the State may authorize the reimbursement of travel expenses, including per diem.

Commissioners may be reimbursed for actual and necessary expenses incurred in the performance of official duties to the extent allowable by the State Travel Policy.

Article 3 Meetings

Section 1. Place of Meetings

Meetings of the Commission may be held at such places in the state of Arizona as the Commission may from time to time determine or as may be specified in the Public Notice of the meeting.

Section 2. Regular Meetings

The Commission shall meet at least four times during each calendar year. The meeting dates shall be established as a matter of business at the last meeting of the previous calendar year.

Section 3. Special Meetings

Special meetings of the Commission may be called by the Chair or by a majority vote of the Members.

Section 4. Executive Sessions

The Commission may enter into Executive Session during any meeting of the Commission provided that adequate public notice is given and all aspects of the Executive Session comply with the Arizona Open Meeting Law.

Section 5. Quorum and Voting

The Commission will comply with all aspects of the Open Meeting Law on quorum and voting matters. A quorum shall be defined as half of the voting members plus one. A majority vote is defined similarly as half of the voting members plus one.

Article 4. Commission Structure

Section 1. Chair

The voting members of the Commission will elect a Chair from among the voting members at the fall meeting of the Commission. The Chair will serve in a two-year term of office. In the event of a vacancy, a Nominating Committee will be established at the first regular meeting of the Commission following the vacancy, with elections to occur at the next regular meeting of the Commission. The newly elected Chair shall immediately assume the responsibilities of the Chair.

Section 2. Vice Chair

- 4.2.1 The voting members of the Commission will elect a Vice Chair from among the voting Members at the fall meeting of the Commission. If the Chair is unavailable the Vice Chair will assume the responsibilities of the Chair. The Vice Chair will serve in a two-year term of office. In the event of a vacancy, a Nominating Committee will be established at the first regular meeting of the Commission following the vacancy, with elections to occur at the next regular

meeting of the Commission. The newly elected Vice Chair shall immediately assume the responsibilities of the Vice Chair.

Section 3. Staffing

The Governor's Office for Children, Youth and Families (GOCYF), Division for Community and Youth Development shall serve as the lead agency for the administration of the Commission, as is deemed appropriate and necessary to fulfill the objectives of the Commission.

The Commission Director and staff shall be appointed by the Governor and will serve as members of the staff of the GOCYF.

Article 5. Committees

Section 1. Standing Committees

The Standing Committees of the Commission will be as follows:

- 5.1.1 Program Support
 - 5.1.1.1 Responsible for strengthening existing AmeriCorps national and community service programs and continuing to leverage resources through service and volunteer programs, which target the unique and community driven needs of Arizonans.
- 5.1.2 Development
 - 5.1.2.1 Responsible for identifying and leveraging resources, funding and in-kind support to promote service and volunteerism.
- 5.1.3 Governor's Mentoring Initiative
 - 5.1.3.1 Responsible for working with community partners, identifying potential public private partnerships and other funding to support mentoring and the Initiative, promoting and building awareness of the Initiative, recognizing outstanding mentors, and other activities as needed.
- 5.1.4 Governor's Volunteer Service Awards
 - 5.1.4.1 Responsible for all tasks and issues related to the Governor's Volunteer Service Awards, the highest volunteer award in the state. Decides the format of the awards, sponsorships, the nomination and review process, and plans the annual awards reception.
- 5.1.5 Communications
 - 5.1.5.1 Responsible for recommending the development and implementation of specific marketing strategies and materials, which assist the Commission in building a state-wide ethic of service and volunteerism.
- 5.1.6 Commission and Community Engagement
 - 5.1.6.1 Responsible for increasing the involvement of Commissioners and community partners by coordinating and promoting activities such as AmeriCorps week, service projects, networking opportunities with programs to increase communication and interaction between programs, community partners and the Commission.

The Commission may establish other standing committees as deemed necessary or restructure existing committees by action of the Commission.

Standing Committees shall meet regularly during a given calendar year or as deemed necessary by the Chair of the Committee.

Section 2. Committee Chairs

The Chair of an Ad-Hoc or Standing Committee shall be appointed by the Chair of the Commission. An ex-officio/non-voting member of the Commission may serve as the chair of an Ad-Hoc Committee.

Section 3. Executive Committee

The Executive Committee will consist of the Commission Chair, Vice Chair and the Chairs of the Standing Committees.

The Executive Committee shall be responsible for the following:

- A. Setting Meeting Agendas
- B. Review overall strategic plan of the Commission
- C. Review proposed By-Law amendments, annually (as defined in Art.9. Sec. 2)
- D. Duties as assigned by the Commission Membership

Section 4. Ad-Hoc Committees

The Commission or any Committee Chair may convene an Ad-Hoc Committee of the Commission to conduct work that is limited in scope and duration. Membership on Ad-Hoc Committees may be extended to Commission Members as well as other individuals as deemed appropriate by the Chair. Ad-Hoc Committees may be chaired by any voting or ex-officio Member of the Commission and will report to the Committee of origin or if convened by the Commission, the committee will report to the Commission.

Section 5. Staffing of Committees

The Director will assign staff to Standing and Ad-Hoc Committees as necessary. Staff will be responsible for the posting of public meeting notices of the Committee (as necessary), documentation of meeting minutes and all other coordinating activities necessary to ensure the success of the Committee.

Section 6. Open Meeting Law

All Committee meetings of the Commission shall be conducted in a manner consistent with the Arizona Open Meeting Law. Ad-Hoc Committees are subject to all aspects of the Open Meeting Law but are not required to maintain minutes of Committee Meetings.

Article 6. Fund and Contract Management

Section 1. Funds and Finances

All Commission funds and financial records will be managed by and housed in the GOCYF, the Governor's Accounting Office and the GOCYF Division of Finance and Administration.

Section 2. Contracts

All contracts awarded by the Commission will be governed by Arizona State Law and be in compliance with the Arizona State Procurement Code. All documentation will be updated and managed by the staff of the GOCYF.

Article 7. Program Management

Section 1. Program Selection

The Commission is responsible for reviewing and selecting programs funded through the National and Community Service Trust Act of 1993. A majority vote (as defined in Sec.3, Art. 5) must be recorded in order to award a program contract.

Section 2. Program Oversight

Program Compliance site visits will be conducted on a yearly basis or as deemed appropriate by the Commission. Commissioners may attend site visits and review program records.

Article 8. Indemnification

Section 1. Indemnification

The Commission may indemnify, in accordance with and to the full extent permitted by Arizona law, any person who at any time is or was a Member of the Commission, or is or was serving at the request of the Commission as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise which is related to or acts in furtherance of the Commission's stated mission, if that person acted, or failed to act, in good faith and in a manner he or she reasonably believed to be in the best interest of the Commission, and with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct

was unlawful. The foregoing indemnification may be entitled under any by-law, agreement, and vote of disinterested Commissioners or otherwise.

If authorized by a majority vote of the Commission, the Commission may purchase and maintain insurance on behalf of any person who is or was serving as a Commissioner, director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise which is related to or acts in furtherance of the Commission's stated mission, to the full extent permitted by Arizona law.

Article 9. Review and Amendments

Section 1. Review

The Executive Committee will review the By-Laws annually and make recommendations for appropriate changes for consideration at the meeting of the Commission.

Section 2. Amendments

Any Member may propose an amendment to these By-Laws by written submission to the Executive Committee two months in advance of the regular meeting of the Commission. The Executive Committee shall review proposed amendments and send the proposed changes in writing to the full Commission one month prior to the meeting for vote. A quorum must be present at the meeting and proposed amendments to the by-laws must receive a two-thirds majority vote of those Commission Members in attendance in order to be adopted.

Amended 1/17/07